

Hillsborough County Pre-Trip Authorization and Reimbursement Request Form

All travel must comply with Administrative Directive No. AD-09.

This form must be completed prior to travel.

IE 238772 RESERVATION

IE 224746

REGISTRATION

Norma Smith



| | | | |
|------------------------------------|----------------------|--|--------------------------------------|
| Name: Simon Bollin | EMP ID: 30751 | We certify that the mode of transportation is the most cost effective under the circumstances and travel complies with AD No. AD-09. | |
| Address: 925 15th Ave N | | Signature of Traveler: <i>Simon Bollin</i> | Date: 1/21/16 |
| City: St Petersburg | ZIP: 33704 | Signature of Approving Authority: <i>[Signature]</i> | Date: 1/25/16 |
| Dept./Agency: Economic Development | Ph #: (813) 272-7232 | Print name of Approving Authority: Lindsey K. Kimball | Travel Coordinator Name: Norma Smith |
| | | Ph #: (813) 276-8461 | |

| | | | |
|---|--|-----------------------------------|---------------------------------|
| Purpose of Travel: Governor's Hurricane Conference | | | |
| Method of Travel: <input type="checkbox"/> County Vehicle <input checked="" type="checkbox"/> Private Vehicle <input type="checkbox"/> Common Carrier | Class of Travel: <input checked="" type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C | | |
| Departure Date: 5/8/16 | Departure Time: 11:00 am | Travel Destination: City: Orlando | County: Orange County State: FL |
| Return Date: 5/13/16 | Return Time: 5:00 pm | NOTES: | |

| ATTACH JUSTIFICATION FOR ESTIMATED EXPENSES: | | SIGNED FORM VERIFYING COMPLETION OF TRAVEL IS DUE TO BOCC ACCOUNTING 5 DAYS AFTER TRAVEL RETURN DATE. | |
|---|-----------|---|----------------|
| Registration Fee: | \$285.00 | Registration Fee: | 285.00 \$ |
| Hotel: 5# days at \$143.00 per day | \$715.00 | Hotel: 5 # days at \$143 per day | 715.00 \$0.00 |
| Airline Ticket: <input type="checkbox"/> Non-refundable | \$ | Airline Ticket: Payment Proof Required | \$ |
| Car Rental <input type="checkbox"/> Voucher: | \$ | Car Rental: Payment Proof Required | \$ |
| Auto Mileage: 151 miles at \$0.445 | \$67.19 | Auto Mileage: N/A county car | \$0.00 |
| Per Diem: quarter days at \$21.25 | \$0.00 | Destination Mileage: miles at \$0.445 | \$0.00 |
| Meals: Breakfasts: 5# | \$40.00 | Explanation: | |
| Lunches: 4# | \$16.00 | Parking, Tolls, Taxi (attach receipts) | \$ |
| Dinners: 5# | \$110.00 | Per Diem: quarter days at \$21.25 | \$0.00 |
| Other: | \$ | Meals: Breakfasts: 5 # 8.00 | 40.00 \$ |
| Total Estimated Expenses: | \$1233.19 | Lunches: 5 # 8.00 | 40.00 \$ |
| ADVANCE EXPENSES: (90% OF ESTIMATED EXPENSES) | | Dinners: 5 # 22.00 | 110.00 \$ |
| Hotel: \$ at 90% = | \$0.00 | Other Expenses (attach receipts) | \$ |
| Meals: \$ at 90% = | \$0.00 | Total Allowances: | 1190.00 \$0.00 |
| Mileage: \$ at 90% = | \$0.00 | *If overpaid, please make check payable to BOCC and attach | |
| Other: \$ at 90% = | \$0.00 | Less Advanced Payments: | 1000.00 \$ |
| Total Advanced Expenses: | \$0.00 | *Total Reimbursement: | 190.00 \$0.00 |

We hereby certify that this travel is true and correct in every material matter; that the expenses were incurred by the traveler as necessary travel in the performance of official duties; and that the same conforms in every respect with the requirements of § 112.061, Florida Statutes, and Administrative Directive No. AD-09.

Signature of Traveler: *Simon Bollin* (813) 276-8461 Work Phone Number: *[Signature]* Signature of Approving Authority: *[Signature]* Date: 5/19/16

Print name of Approving Authority: Lindsey K. Kimball

| METHOD OF PAYMENT: (COMPLETE DETAILED INFORMATION REQUIRED) | | | |
|---|---|---------------------------|----------------|
| Registration: | <input type="checkbox"/> Purchasing Card <input type="checkbox"/> Check Document No.: | Fed. Tax I.D.: | Phone #: () - |
| Amount: | Payable to: | Index / Sub-Object Code: | Fax #: () - |
| \$ | Address: | EDE03020 / 5504 | |
| | Early Bird Deadline / / | Registration Deadline / / | |
| Hotel: | <input type="checkbox"/> Purchasing Card <input type="checkbox"/> Check Document No.: | Fed. Tax I.D.: | Phone #: () - |
| Confirm #: | Amount: | Index / Sub-Object Code: | Fax #: () - |
| \$ | Address: | EDE03020 / 4005 | |
| Rental Car: | <input type="checkbox"/> Purchasing Card <input type="checkbox"/> Check Document No.: | Index / Sub-Object Code: | Amount: \$ |
| Advance Travel Expenses Payable to Traveler: | | Index / Sub-Object Code: | Amount: \$ |
| Reimbursable Travel Expenses to Traveler: | | Index / Sub-Object Code: | Amount: \$ |
| Date | Doc Amount | No. of Lines | Trans Hash |
| Vendor No. | Document No. | | |

Distribution: ☐ Copy - Department ☐ Original - Accounting ☐ Copy - Transaction Report

POST TRAVEL FORM

Please provide your Post Travel receipts and documentation within 3 days of returning from the Conference, Expo or Training event.

Employee Name: Simon Bollin 30751 Emp. Id 30751

Name of Conference, Expo or Training: Governor's Hurricane Conference
(Attach Documentation/Agenda)

Method of Travel: (Circle one)
Expenses

County Vehicle - Private Vehicle - Common Carrier - Rental Car

Tolls: NA

Mileage: 379 N/A

Parking: NA

Common Carrier/Airline Expenses: NA

If meals were provided, please note the date for each below:

Breakfast provided: NA

Lunch provided: 5/12

Dinner provided: NA

Other Travel Related Expense:
(Attach receipts)

| | <u>B</u> | <u>L</u> | <u>D</u> |
|-----------|------------|--------------|------------|
| 5-8 Sun | <u>N/A</u> | <u>X</u> | <u>X</u> |
| 5-9 Mon | <u>X</u> | <u>X</u> | <u>X</u> |
| 5-10 Tues | <u>X</u> | <u>X</u> | <u>X</u> |
| 5-11 Wed | <u>X</u> | <u>X</u> | <u>X</u> |
| 5-12 Thur | <u>X</u> | <u>prov.</u> | <u>X</u> |
| 5-13 Fri | <u>X</u> | <u>X</u> | <u>N/A</u> |
| | <u>5</u> | <u>5</u> | <u>5</u> |



9939 Universal Blvd
Orlando, FL 32819
Tel: (407) 996-9939
Fax: (407) 996-3150
www.RosenShingleCreek.com



Guest Name: Simon Bollin
Po Box 1110
Tampa, FL 33601 US

Room #: 7611
Folio #: R270943188 - 1
Group #: 29785
Guests: 1
Clerk:
CL #:

77112
Norma Smith

Trini Davalos
on behalf of Norma Smith

Arrive: 05/08/16 Time: 01:04 PM Depart: 05/13/16 Time: 01:24 AM Status: FOL

| Date | Description | Reference | Comment | Charges | Credits |
|------------|------------------------|-----------|------------|----------|------------|
| 04/07/2016 | Authorize.net Pay VISA | 090312 | 8142164918 | | (\$715.00) |
| 05/08/2016 | ROOM CHARGE | 7611 | | \$143.00 | |
| 05/09/2016 | ROOM CHARGE | 7611 | | \$143.00 | |
| 05/10/2016 | ROOM CHARGE | 7611 | | \$143.00 | |
| 05/11/2016 | ROOM CHARGE | 7611 | | \$143.00 | |
| 05/12/2016 | ROOM CHARGE | 7611 | | \$143.00 | |

Folio Balance: \$0.00

Come Back Soon! Our repeat guests get 25% off on best available room rate all year round! Call us to book: 866-996-6338 Based on availability.
Blackout dates subject to change. Not applicable to groups or citywide business.

Mention Code: IREPEATCREEK

If I elect to pay by credit card, I understand that: acceptance is subject to approval by the issuing organization; information necessary to charge my credit card account will appear on my itemized hotel folio(s) and be transmitted electronically in lieu of a sales draft; my liability for this bill is not waived and agree that in the event the indicated person, company, or association fails to pay, I will be held responsible.

*Traci Samalica on
behalf of Norma Smith*

Norma Smith

22112

Agenda of Activities

Rosen Shingle Creek

Sunday, May 8

| | | |
|------------------------|---------------------------------|----------------------|
| 10:00 a.m. – 5:00 p.m. | Registration..... | Level 1 |
| 1:30 p.m. – 3:00 p.m. | Selected Training Sessions..... | Level 2 (See Matrix) |
| 3:00 p.m. – 3:30 p.m. | Break..... | Level 1 |
| 3:30 p.m. – 5:00 p.m. | Selected Training Sessions..... | Level 2 (See Matrix) |

Monday, May 9

| | | |
|------------------------|-------------------------|---------------------------|
| 7:30 a.m. – 5:00 p.m. | Registration..... | Level 1 |
| 8:00 a.m. – 8:30 a.m. | Morning Beverages..... | Level 1 |
| 8:30 a.m. – 10:00 a.m. | Training Sessions..... | Levels 1 & 2 (see Matrix) |
| 8:30 a.m. – 5:00 p.m. | Media Room..... | Conway Room, Level 1 |
| 10:00 a.m.–10:30 a.m. | Break..... | Level 1 |
| 10:30 a.m. – Noon | Training Sessions | Levels 1 & 2 (see Matrix) |
| Noon – 1:30 p.m. | Lunch..... | (on your own) |
| 1:30 p.m. – 3:00 p.m. | Training Sessions | Levels 1 & 2 (see Matrix) |
| 3:00 p.m. – 3:30 p.m. | Break..... | Level 1 |
| 3:30 p.m. – 5:00 p.m. | Training Sessions..... | Levels 1 & 2 (see Matrix) |

Tuesday, May 10

| | | |
|------------------------|-------------------------|---------------------------|
| 8:00 a.m. – 8:30 a.m. | Morning Beverages..... | Level 1 |
| 8:00 a.m. – 5:00 p.m. | Registration..... | Level 1 |
| 8:30 a.m. – 10:00 a.m. | Training Sessions | Levels 1 & 2 (see Matrix) |
| 8:30 a.m. – 5:00 p.m. | Media Room..... | Conway Room, Level 1 |
| 10:00 a.m.–10:30 a.m. | Break..... | Level 1 |
| 10:30 a.m. – Noon | Training Sessions | Levels 1 & 2 (see Matrix) |
| Noon – 1:30 p.m. | Lunch..... | (on your own) |
| 1:30 p.m. – 3:00 p.m. | Training Sessions..... | Level 1 & 2 (see Matrix) |
| 3:00 p.m. – 3:30 p.m. | Break..... | Level 1 |
| 3:30 p.m. – 5:00 p.m. | Training Sessions..... | Levels 1 & 2 (see Matrix) |

Wednesday, May 11

| | | |
|------------------------|---|-----------------------------|
| 8:00 a.m. – 8:30 a.m. | Morning Beverages..... | Level 1 |
| 8:00 a.m. – 5:00 p.m. | Registration..... | Level 1 |
| 8:30 a.m. – 5:00 p.m. | Media Room..... | Conway Room, Level 1 |
| 9:00 a.m. – 11:00 a.m. | General Session..... | Panzacola Ballroom, Level 1 |
| 11:00 a.m. – 6:00 p.m. | Exhibits..... | Gatlin Ballroom, Level 1 |
| Noon - 1:30 p.m. | Complimentary Lunch in Exhibit Hall..... | Gatlin Ballroom, Level 1 |
| 1:30 p.m. – 3:00 p.m. | Training Sessions..... | Levels 1 & 2 (see Matrix) |
| 3:00 p.m. – 3:30 p.m. | Break in Exhibit Hall..... | Gatlin Ballroom, Level 1 |
| 3:30 p.m. – 5:00 p.m. | Training Sessions..... | Levels 1 & 2 (see Matrix) |
| 5:00 p.m. – 6:00 p.m. | Reception in Exhibit Hall..... | Gatlin Ballroom, Level 1 |
| 6:30 p.m. – Midnight | Complimentary Transportation to Pointe Orlando..... | Transportation Lobby |

Thursday, May 12

Norma Smith

27112

| | | |
|-------------------------|----------------------------------|-----------------------------|
| 8:00 a.m. – 8:30 a.m. | Morning Beverages..... | Level 1 |
| 8:00 a.m. – Noon | Exhibits..... | Gatlin Ballrooms, Level 1 |
| 8:00 a.m. – 3:30 p.m. | Registration..... | Level 1 |
| 8:30 a.m. – 10:00 a.m. | Workshops | Level 2 (see Matrix) |
| 8:30 a.m. – 5:00 p.m. | Media Room..... | Conway Room, Level 1 |
| 10:00 a.m. – 10:30 a.m. | Break..... | Gatlin Ballroom, Level 1 |
| 10:30 a.m. – Noon | Dedicated Exhibit Hall Time..... | Gatlin Ballroom, Level 1 |
| Noon – 1:30 p.m. | Awards Luncheon..... | Panzacola Ballroom, Level 1 |
| 1:30 p.m. – 3:30 p.m. | Workshops..... | Level 2 (see Matrix) |
| 3:00 p.m. – 3:30 p.m. | Break..... | Level 1 |
| 3:30 p.m. – 5:00 p.m. | Workshops | Level 2 (see Matrix) |

Friday, May 13

| | | |
|------------------------|------------------------|----------------------|
| 8:00 a.m. – 8:30 a.m. | Morning Beverages..... | Level 1 |
| 8:30 a.m. – 10:00 a.m. | Workshops | Level 2 (see Matrix) |
| 8:30 a.m. – 12:30 p.m. | Media Room..... | Conway Room, Level 1 |
| 10:00 a.m.–10:30 a.m. | Break | Level 1 |
| 10:30 a.m. – Noon | Workshops..... | Level 2 (see Matrix) |

*Mimi D'Amico on behalf
of Norma Smith*

Norma Smith

22112



HOME (<http://flghc.org/>)

GENERAL INFO (<http://flghc.org/why-attend-ghc/>)

REGISTRATION (<http://flghc.org/2016-registration/>)

PROGRAM (<http://flghc.org/2016-governors-hurricane-conference/2016-agenda-activities/>)

EXPO (<http://flghc.org/exhibits/>)

SPONSORS (<http://Underwriters%20&%20In-Kind%20Donors>)

NEWS (<http://flghc.org/news/>)

Agenda of Activities

Sunday, May 8

10:00 a.m. – 5:00 p.m. Registration, Level 1

1:30 p.m. – 3:00 p.m. Selected Training
Sessions, Level 2

3:00 p.m. – 3:30 p.m. Break, Level 1

3:30 p.m. – 5:00 p.m. Selected Training
Sessions, Level 2

Dinner

Monday, May 9

7:30 a.m. – 5:00 p.m. Registration, Level 1

Get Social with GHC



(<https://www.facebook.com/FloridaGH>)



(<https://twitter.com>)



/FloridaGHC)
([https://plus.google.com/u/0/112844822101618715827/a](https://plus.google.com/u/0/112844822101618715827/about))



bout)
(<http://flghc.org/bl>)



og/)
(<https://www.youtube.com/channel/U>)

Breakfast

8:00 a.m. – 8:30 a.m. Morning Beverages, Level 1

8:30 a.m. – 10:00 a.m. Training Sessions, Levels 1 & 2

8:30 a.m. – 5:00 p.m. Media Room, Conway Room, Level 1

10:00 a.m.–10:30 a.m. Break, Level 1

10:30 a.m. – Noon Training Sessions, Levels 1 & 2

—Noon – 1:30 p.m. Lunch, (on your own)

1:30 p.m. – 3:00 p.m. Training Sessions, Levels 1 & 2

3:00 p.m. – 3:30 p.m. Break, Level 1

3:30 p.m. – 5:00 p.m. Training Sessions, Levels 1 & 2

- Dinner

Tuesday, May 10

- Breakfast

8:00 a.m. – 8:30 a.m. Morning Beverages, Level 1

8:00 a.m. – 5:00 p.m. Registration, Level 1

8:30 a.m. – 10:00 a.m. Training Sessions, Levels 1 & 2

8:30 a.m. – 5:00 p.m. Media Room, Conway Room, Level 1

10:00 a.m.–10:30 a.m. Break, Level 1

10:30 a.m. – Noon Training Sessions, Levels 1 & 2

—Noon – 1:30 p.m. Lunch, (on your own)

1:30 p.m. – 3:00 p.m. Training Sessions, Level 1 & 2

3:00 p.m. – 3:30 p.m. Break, Level 1

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Sign up for our
e-newsletter which
has important
dates, information,
and news about
the conference.

Click Here to Sign
Up

(http://visitor.r20.c
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m/manage/optin?
v=001_bi8dmDxLru
TEKdsY1j0UNsXJ7cL
nuhSU7IGD9Ztwrn
2IMZAccGb_IDNeH
k3l6nTIV-
ED_ymHPDJ4pfWgt
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utGmBj3WB1cYW3
c09UykmE74LK0uP
GgYwv_epPxD4HeK
61V9wg%3D%3D)

**Student Scholarship
Program**

3:30 p.m. – 5:00 p.m. Training Sessions, Levels 1 & 2

- Dinner

Wednesday, May 11

- Breakfast

8:00 a.m. – 8:30 a.m. Morning Beverages, Level 1

8:00 a.m. – 5:00 p.m. Registration, Level 1

8:30 a.m. – 5:00 p.m. Media Room, Conway Room,
Level 1

9:00 a.m. – 11:00 a.m. General Session, Panzacola
Ballroom, Level 1

11:00 a.m. – 6:00 p.m. Exhibits, Gatlin Ballroom,
Level 1

Noon – 1:30 p.m. Complimentary Lunch in Exhibit
Hall, Gatlin Ballroom, Level 1

1:30 p.m. – 3:00 p.m. Training Sessions, Levels 1 & 2

3:00 p.m. – 3:30 p.m. Break in Exhibit Hall, Gatlin
Ballroom, Level 1

3:30 p.m. – 5:00 p.m. Training Sessions, Levels 1 &
2

5:00 p.m. – 6:00 p.m. Reception in Exhibit *??*
Hall, Gatlin Ballroom, Level 1

6:30 p.m. – Midnight Complimentary Transportation
to Pointe Orlando, Transportation Lobby

- Dinner

Thursday, May 12

- Breakfast

8:00 a.m. – 8:30 a.m. Morning Beverages, Level 1

8:00 a.m. – Noon Exhibits, Gatlin Ballrooms, Level 1

8:00 a.m. – 3:30 p.m. Registration, Level 1

Norma Smith

All students
interested in
Emergency
Management in
Florida are invited
to apply for a
Student
Scholarship to
attend the 30th
Annual Governor's
Hurricane
Conference®

Applications will be
accepted between
January 18 and
February 26, 2016.

Click Here for More
Information

(<http://flghc.org/2016-student-scholarship-program/>)

Click Here for the
PDF
([http://flghc.org/wp](http://flghc.org/wp-content/uploads/2015/12/2016-Student-Scholarship-Flyer.pdf)

[content/uploads/2015/12/2016-Student-Scholarship-Flyer.pdf](http://flghc.org/wp-content/uploads/2015/12/2016-Student-Scholarship-Flyer.pdf))

Award Nominations

The Award
Nomination Form
is on the Awards
page of our

8:30 a.m. – 10:00 a.m. Workshops, Level 2

8:30 a.m. – 5:00 p.m. Media Room, Conway Room,
Level 1

10:00 a.m. – 10:30 a.m. Break, Gatlin Ballroom,
Level 1

10:30 a.m. – Noon Dedicated Exhibit Hall
Time, Gatlin Ballroom, Level 1

Noon – 1:30 p.m. Awards Luncheon, Panzacola
Ballroom, Level 1

1:30 p.m. – 3:30 p.m. Workshops, Level 2

3:00 p.m. – 3:30 p.m. Break, Level 1

3:30 p.m. – 5:00 p.m. Workshops, Level 2

Dinner

Friday, May 13

- Breakfast

8:00 a.m. – 8:30 a.m. Morning Beverages, Level 1

8:30 a.m. – 10:00 a.m. Workshops, Level 2

8:30 a.m. – 12:30 p.m. Media Room, Conway Room,
Level 1

10:00 a.m. – 10:30 a.m. Break, Level 1

10:30 a.m. – Noon Workshops, Level 2

- lunch

For A Printable PDF, Click Here. (<http://flghc.org/wp-content/uploads/2015/12/2016-Agenda-of-Activities.pdf>)

contains details
regarding each
category and all of
the information
you need to submit
your nomination.
Please review the
"Requirements for
Nominations"
carefully to ensure
your nomination
will qualify.

Award nominations
are now being
accepted through
March 11, 2016.

Click Here for More
Information
(<http://flghc.org/awards/>)

Click Here for the
PDF
([http://flghc.org/wp](http://flghc.org/wp-content/uploads/2016/01/Award-Nomination-Form-2016.pdf)

[content/uploads/2016/01/Award-Nomination-Form-2016.pdf](http://flghc.org/wp-content/uploads/2016/01/Award-Nomination-Form-2016.pdf))

IF238772
Norma Smith
2212

Make an Online Payment

We value our guest's privacy. We understand the responsibility that you are granting us by giving us your personal payment information. We want to take this opportunity to let you know that this on-line payment process is compliant with the PCI (Payment Card Industry) standards and guideline set forth by your credit card companies and that no credit card information is held on this website. If you have any questions concerning this process please email us at Payments@RosenHotels.com.

Success! Your Payment is Complete.

Pay Online Service is available for guests who wish to pay for or place a deposit on their Room Reservations in advance. Please ensure all information is the same as entered in your Hotel Reservation. Please allow 24 hours for this deposit/payment to be posted to your reservation.

Your Information

| | |
|--------------|--|
| Name: | Simon Bollin |
| Reservation: | 270943188 |
| Email: | smithne@hillsboroughcounty.org |

Billing Information

| | |
|---------------------|--|
| Transaction Number: | 8142164918 |
| Card Number: | *****3720 |
| Expiration Date: | 11/20 |
| Name: | Norma Smith |
| Company: | |
| Address: | PO Box 1110 |
| City: | Tampa |
| State/Province: | FL |
| Zip/Postal Code: | 33601 |
| Country: | US |
| Card Email: | smithne@hillsboroughcounty.org |
| Phone: | 8132768461 |
| Fax: | |
| Amount \$ | 715.00 |

(<http://www.rosenshinglecreek.com/>)

[Home](#) | [My Reservation](#)

Confirmation: Thank you, your reservation is complete. [Click here to create another reservation.](#)

[Reservation Summary](#)

[View Policies](#)

[Location & Directions](#)

[Share your Reservation](#)

(<http://www.addthis.com/bookmark.php?v=250&username=istay>)

Reservation Summary

A confirmation will be sent via email to: bollins@hillsboroughcounty.org

Guest Information:

Simon Bollin

Check-in: Sun, 8 May 2016

Check-out: Fri, 13 May 2016

Nights: 5

Group:

Governor's Hurricane Conference 2016

Room Type:

Luxurious Double Queen Beds

Occupants:

1 Adults

Confirmation Number: 270943188

Guaranteed to:  XXXX-XXXX-XXXX-3720

Room Cost(5 nights / 1 rooms)

All prices in USD

Total Pre-Tax

715.00

Tax

89.38

Room Subtotal 804.38

Total Charges USD 804.38

Group Policies:

5-Day Cancellation Policy

You must cancel 5 days prior to arrival. If you cancel less than 5 days, your credit/debit card will be charged a one night's room and tax penalty.

Authorization Process

Five days prior to your arrival, a one night's room and tax authorization will be processed on your credit/debit card. Please be aware that an authorization on a debit card will remove funds from your bank account at that time.

Upgrades and Special Requests

Please contact the hotel directly at 407-996-6338 for suite upgrade rates and other information. Special requests including king beds, connecting rooms, etc. are not guaranteed

and will be granted based on availability on the day of arrival.

Parking

Self-Parking is Complimentary. Valet parking is also available for \$20.00 all day or \$21.00 overnight

Taxes

All rooms are subject to a lodging tax at 12.50%

Check-In Time After 3:00PM Check-Out Time 11:00AM

PROUDLY, ROSEN SHINGLE CREEK HOTEL IS A SMOKE-FREE ENVIRONMENT IN ALL INDOOR PUBLIC AREAS AND GUEST ROOMS!

Terms & Conditions

All Lodging Rates are plus tax. The current tax rate is 12.5%. Check In time is after 3pm and Check Out time is before 11am. Parking Fee - \$16 for self parking per day and \$21 for valet overnight parking. Early Departure Fee -- If you leave earlier than what your departure date was confirmed at check in, there will be a \$50 fee assessed. Proudly, Rosen Shingle Creek is a smoke-free environment. Room Requests - Requests can be put in for connecting rooms, king accommodations, etc. However, we do not guarantee room types. We will make every effort to try and accommodate your request. Please call the hotel direct for suite information for that special occasion. Rates are based on double occupancy

Getting There

Map | Location | Directions |

Map

Location

9939 Universal Blvd.
Orlando FL USA 32819

Phone: 866-996-6338

Fax: 407-996-3150

From: Orlando International Airport:

West on Hwy. 528 (BeachLine Expressway) approx. 7 miles to exit 2, Universal Blvd. End of exit, right on Universal to main entrance on immediate right.

From Interstate 4:

East on Hwy. 528 (BeachLine Expressway) past International Dr. exit 2, Universal Blvd. End of exit, left on Universal to main entrance on right.

Directions

From Daytona Beach or Orlando Heading West on I-4 Going West on I-4 take Exit 72 (Beachline Expwy-SR528) Take Exit #2/Universal Blvd. At the bottom of the exit, turn left onto Universal Blvd. Rosen Shingle Creek is immediately on the right, just before the Rosen School of Hospitality Management - UCF From Tampa heading East on I-4 Take I-4 east to Exit 72, (Beachline Expressway-SR528 - also the International Airport Exit) Once on SR 528, take Exit #2/Universal Blvd. At the bottom of the exit, turn left on Universal Blvd. Rosen Shingle Creek is immediately on the right, just before the Rosen School of Hospitality Management - UCF 9939 Universal Blvd., Orlando, FL 32819 From the Airport to the Hotel Take the north exit from the airport. Take SR 528 West (Beachline Expressway) Take exit # 2/Universal Blvd. At the end of the exit ramp, bear right on Universal Blvd. Rosen Shingle Creek is immediately on the right, just before the Rosen School of Hospitality Management - UCF From South Florida via the Florida Turnpike Take the Florida Turnpike towards Orlando to State Route 528/ Beachline Expwy. Take SR 528 West (the Beachline Expressway). Take exit # 2/Universal Blvd. At the end of the exit ramp, bear right on Universal Blvd Rosen Shingle Creek is immediately on the right, just before the Rosen School of Hospitality Management - UCF

From a Specific Address

Address:

City:

State/Province:

Postal Code:

[Get Directions](#)


Norma Smith

IB 238772

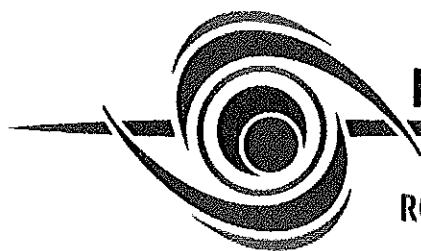
22112

Airport

Orlando, Florida, 10.0MI, E

Orlando Executive Airport, Orlando FL, 12.0MI, NE

Sanford International Airport, 30.0MI, NE



GOVERNOR'S
HURRICANE CONFERENCE®

MAY 8 - 13, 2016
ROSEN SHINGLE CREEK, ORLANDO, FL

T-238772

Norma Smith

2212

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Hotel & Travel Information

The Rosen Shingle Creek and the Rosen Inn are pleased to provide guests attending the 2016 Governor's Hurricane Conference® with the finest in quality accommodations, hospitality and services. Guest room rates apply Friday, May 6, 2016 – Sunday, May 15, 2016 and are based on availability.

Rosen Shingle Creek,
Headquarters Hotel
9939 Universal Boulevard
Orlando, FL 32819

Group Rates:

Single/Double: \$143.00

Additional Person: + \$20.00

For Reservations: CONF # 270943188
Call the Rosen Shingle Creek toll free at 1-866-996-6338 and request the group rate for Governor's Hurricane Conference®, or book online by [clicking here](https://bookings.ihotelier.com/Rosen-Shingle-Creek/bookings.jsp?hotelID=6840&groupID=1430939)
(<https://bookings.ihotelier.com/Rosen-Shingle-Creek/bookings.jsp?hotelID=6840&groupID=1430939>).

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/u/0/1128448221016187



15827/about)
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([https://www.youtube.co](https://www.youtube.com/channel/UCrp-oeKt3AV7QW9-MtLZRqA)
m/channel/UCrp-
oeKt3AV7QW9-MtLZRqA)



([http://visitor.r20.consta](http://visitor.r20.constantcontact.com/d.jsp?llr=a4m6t5cab&p=oi&m)
ntcontact.com/d.jsp?
llr=a4m6t5cab&p=oi&m


The cut-off date for reservations is Friday, April 8, 2016 at 5:00pm EDT.

Reservations made after the cut-off date will be accepted based on availability at the negotiated group rate. All reservations must be secured for one night's room and tax at the time of booking. The Rosen Shingle Creek has a five (5) day cancellation policy.

Reservations include:

- Complimentary wireless internet in all guest rooms.
- Complimentary self-parking for all overnight guests

For questions or assistance, please contact the Governor's Hurricane Conference® Housing Bureau at (850) 224-7775, toll free at (888) 320-6129 or by emailing ghc@cmc-associates.com.


TE 23872 Norma Smith
22/12

=1102686630880&sit=4g
uaa8neb&f=ab80b2b3-
385e-488a-ba18-
ac35e3ca8b7a)

Sign up for our
e-newsletter which has
important dates,
information, and news
about the conference.

Click Here to Sign Up
([http://visitor.r20.constantcontact.com/manage/optin?](http://visitor.r20.constantcontact.com/manage/optin?v=001_bi8dmDxLruTEKdsY1j0UNsXJ7cLnUhSU7IGD9Ztwrm2IMZAccGb_IDNeHk3l6nTIV-ED_ymHPDj4pfWgtwftiXrv80EZolrG12iutGmBj3WB1cYW3c09UykmE74LK0uPGgYwv_epPx4HeK61V9wg%3D%3D)

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Student Scholarship Program

All students interested
in Emergency
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are invited to apply for a
Student Scholarship to
attend the 30th Annual
Governor's Hurricane
Conference®

Applications will be
accepted between
January 18 and February
26, 2016.

Click Here for More
Information
(<http://flghc.org/2016-student-scholarship->



January 26, 2016

SIMON BOLLIN
HILLSBOROUGH COUNTY
601 E KENNEDY BLVD 20TH FLOOR
TAMPA, FL 33602
HILLSBOROUGH

Dear SIMON:

This letter is to confirm your registration for the following conference:

Meeting Description: 2016 GHC
Location: ROSEN SHINGLE CREEK
Dates: May 08, 2016 to May 13, 2016

Registration Information

| Name/Session | Date | Time | Attending | Fee |
|---|------|------|-----------|--------|
| SIMON BOLLIN - TRAINING & CONFERENCE 5/8-5/13 | | | | 285.00 |

Financial:

| | |
|--------------------------|--------|
| Total Amount Due: | 285.00 |
| Amount Received: | 285.00 |
| Refund Amount: | |
| Balance Due: | 0.00 |

Please check in at the Paid Registration Desk at the Rosen Shingle Creek Hotel. We look forward to seeing you.

Governor's Hurricane Conference

TRANSMISSION VERIFICATION REPORT

TIME : 03/07/2016 14:39
NAME : HILLSBOROUGH COUNTY
FAX : 8132762638
TEL : 8132726210
SER.# : BR0L4J144098

DATE, TIME
FAX NO./NAME
DURATION
PAGE(S)
RESULT
MODE

03/07 14:38
914079963150
00:00:34
02
OK
STANDARD
ECM

Hillsborough County Economic Development
601 E. Kennedy Blvd, 20th Floor Tampa, FL 33602
p: 813.276.8461 | f: 813.276.2638

Facsimile transmittal

To: Rosen Shingle Creek – Front Desk Manager Fax: 407 996-3150
From: Norma Smith Date: 3/7/2016
Re: Florida Tax Exempt Certificate Pages: 2

☒ Urgent ☐ For review ☐ Please comment ☒ Please reply ☐ Please recycle

Simon Bollin Reservation Confirmation: 270943188 Arriving 5/8/16 – Departing 5/13/16

James Chittenden Confirmation: RR71960CC Arriving 5/8/16 – Departing 5/13/16

Please confirm receipt of this fax. Email: smithne@hillsboroughcounty.com.

Hillsborough County Economic Development
601 E. Kennedy Blvd, 20th Floor Tampa, FL 33602
p: 813.276.8461 | f: 813.276.2638

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James Chittenden Confirmation: RR71960CC Arriving 5/8/16 – Departing 5/13/16

Please confirm receipt of this fax. Email: smithne@hillsboroughcounty.

Confidential

Smith, Norma

IG 224746

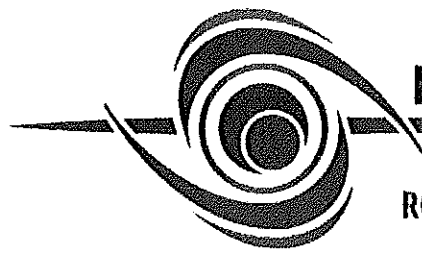
Norma Smith

22112

From: ghcrene@verizon.net
Sent: Monday, January 25, 2016 2:36 PM
To: Smith, Norma
Subject: Your Registration Payment. Authorization number 080496 and PNREF number AQ0ACEEF117F for Norma Smith

This is to confirm that your payment has been processed successfully. If you have any questions, please contact us at (727) 944-2724 or email to ghcrene@verizon.net.

| Reference | Description | Amount |
|---------------|-------------|----------|
| 642619 | 2016 | \$285.00 |
| Total Amount: | | \$285.00 |



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IF224746 
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NEWS (<http://flghc.org/news/>)

Registration

Registration Information

- Please **do not** mail registrations and payments after April 15. You may continue to send registrations with credit card payments via fax or email until 5:00 p.m. Wednesday, May 4, 2016.
- Refund requests must be received in writing no later than March 18, 2016. **No refunds after that date will be issued.** A processing fee of \$50 per registration will be applied to all refunds.
- No registrations or Training Session Selections accepted without payment. No Purchase Orders accepted.

Registration Fees

Training Only (May 8 - 11)

\$135 if postmarked by March 11 | \$155 if postmarked after
March 11

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/u/0/1128448221016187



15827/about)
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m/channel/UCrp-
oeKt3AV7QW9-MtLZRqA)



([http://visitor.r20.consta](http://visitor.r20.constantcontact.com/d.jsp?llr=a4m6t5cab&p=oi&m)
ntcontact.com/d.jsp?
llr=a4m6t5cab&p=oi&m

Conference Only (May 11-13)
\$260 if postmarked by March 11 | \$280 if postmarked after
March 11

Training & Conference (May 8 – 13)
\$285 if postmarked by March 11 | \$305 if postmarked after
March 11

Mail to: Governor's Hurricane Conference®
PO Box 279
Tarpon Springs, FL 34688-0279
Phone: (727) 944-2724 (tel:%28727%29%20944-2724) or (800)
544-5678
(tel:%28800%29%20544-5678) Fax: (727) 944-2687
(tel:%28727%29%20944-2687) or
Email to: ghcrene@verizon.net (<mailto:ghcrene@verizon.net>)

Click Here for ONLINE Registration
(<http://flghc.org/2016-registration/online-registration-instructions/>)

Click Here for MAIL IN Registration
(<http://flghc.org/wp-content/uploads/2015/09/Registration-Form-Only.pdf>)

IG221746


Norma Smith

22112

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uaa8neb&f=ab80b2b3-
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ac35e3ca8b7a)

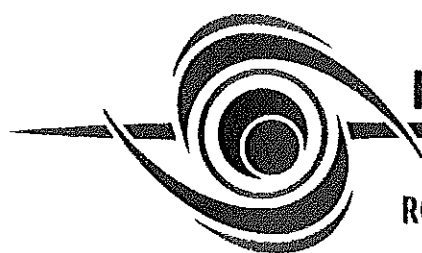
Sign up for our
e-newsletter which has
important dates,
information, and news
about the conference.
Click Here to Sign Up
([http://visitor.r20.constantcontact.com/manage/optin?](http://visitor.r20.constantcontact.com/manage/optin?v=001_bi8dmDxLruTEKdsY1j0UNsXJ7cLnUhSU7IGD9Ztwrm2IMZAccGb_IDNeHk3l6nTIV-ED_ymHPDJ4pfWgtwftiXrv80EZolrG12iutGmBj3WB1cYW3c09UykmE74LK0uPGgYwv_epPxD4HeK61V9wg%3D%3D)
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NeHk3l6nTIV-
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V9wg%3D%3D)

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m/channel/UCrp-
oeKt3AV7QW9-MtLZRqA)



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content/uploads/2015/09/Registration-Form-
Only.pdf](http://flghc.org/wp-content/uploads/2015/09/Registration-Form-Only.pdf))

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uaa8neb&f=ab80b2b3-
385e-488a-ba18-
ac35e3ca8b7a)

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e-newsletter which has
important dates,
information, and news
about the conference.
Click Here to Sign Up
([http://visitor.r20.consta
ntcontact.com/manage/
optin?
v=001_bi8dmDxLruTEKd
sY1j0UNsXJ7cLnuhSU7lG
D9Ztwrn2IMZAccGb_ID
NeHk3l6nTIV-
ED_ymHPDJ4pfWgtwftiXr
v80EZolrG12iutGmBj3W
B1cYW3c09UykmE74LK0
uPGgYwv_epPxD4HeK61
V9wg%3D%3D](http://visitor.r20.constantcontact.com/manage/optin?v=001_bi8dmDxLruTEKdsY1j0UNsXJ7cLnuhSU7lGD9Ztwrn2IMZAccGb_IDNeHk3l6nTIV-ED_ymHPDJ4pfWgtwftiXrv80EZolrG12iutGmBj3WB1cYW3c09UykmE74LK0uPGgYwv_epPxD4HeK61V9wg%3D%3D))

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([http://flghc.org/2016-
student-scholarship-](http://flghc.org/2016-student-scholarship-)

PRE TRAVEL FORM

The Pre Travel Authorization Request Form must be approved and signed by the Director prior to submitting it to administration for processing.
This form shall be submitted to administration at least 15 days prior to the travel along with the Agenda and any other supporting information/documentation regarding the Conference, Expo or Training.

Employee Name: Simon Bollin Emp. Id 30751

Name of Conference, Expo or Training: 2016 Governor's Hurricane Conference

Registration Fee: \$285 Website: www.flghc.org

Address:

City: County:

Phone: Fax:

Departure Date/Time: 5/8/16 1000 Return Date/Time: 5/13/16 1400

Hotel: Rosen Shingle Creek

Address: 9939 Universal Blvd Orlando, FL 32819

Phone: 866-996-6338 Fax:

Method of Travel Requesting: (Circle one) County Vehicle - Private Vehicle - Common Carrier - Rental Car

County Vehicle - Private Vehicle - Rental (Circle one) Projected Mileage: 151

Common Carrier/Airline: NA

Departure Date/Time: Return Date/Time:

Departure Flight No.: Returning Flight No.:

If meals are provided, please note the date for each below:

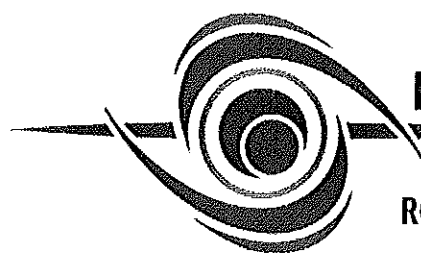
Breakfast will be provided: NA

Lunch will be provided: 5/11, 5/12

Dinner will be provided: NA

Other Projected Expense: Parking \$16/d, \$80

Hotel \$143/n, \$715



GOVERNOR'S HURRICANE CONFERENCE[®]

MAY 8 - 13, 2016
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Online Registration Instructions

1. Payment is required for registration. Please do not create an account until you are prepared to register and make payment.
2. Enter all data in CAPS/UPPER CASE.
3. Make record of your password and Login ID. The Login ID will be assigned and cannot be created or customized by the user.
4. Complete all required fields, plus Company, Badge Name, Person Type, State, Zip Code and Phone. Florida registrants only: please be sure to provide your county.
5. A confirmation email will be sent to you once you are fully registered and payment has been made.
6. Training Sessions: the full training schedule and Training Session Selection Form will be announced and posted on our website in January. This form may be emailed, faxed or mailed to our office.

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(<http://visitor.r20.constantcontact.com/d.jsp?llr=a4m6t5cab&p=oi&m>)

Modify your Rosen Shingle Creek Reservation: Confirmation 270943188

Billing Information

Simon Bollin

Guaranteed to:

PO Box 1110

Tampa , Florida - 33601

UNITED STATES

bollins@hillsboroughcounty.org

8132768461

[Edit Personal and Billing Details](#)

Dates

Check-in: Sun, 8 May 2016

Check-out: Fri, 13 May 2016

Rooms:1

Nights: 5

[Edit Stay Related Details](#)

Occupants: 1 Adults , 0 Children

Room/Rate

Room Type: Luxurious Double Queen Beds

[Edit Room](#)

Group: Governor's Hurricane Conference 2016

Room Cost (5 nights)

All prices in USD

Total Pre-Tax

715.00

Tax

89.38

Room Subtotal

USD 804.38

Total Charges USD **804.38**

Make an Online Payment

IN APRIL, 2016

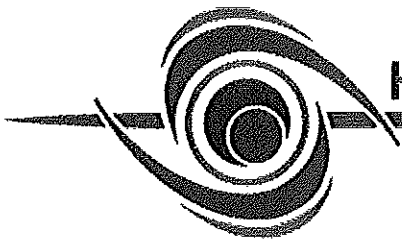
We value our guest's privacy. We understand the responsibility that you are granting us by giving us your personal payment information. We want to take this opportunity to let you know that this on-line payment process is compliant with the PCI (Payment Card Industry) standards and guideline set forth by your credit card companies and that no credit card information is held on this website. If you have any questions concerning this process please email us at Payments@RosenHotels.com.

Reservation

Pay Online Service is available for guests who wish to pay for or place a deposit on their Room Reservations in advance. Please ensure all information is the same as entered in your Hotel Reservation. Please allow 24 hours for this deposit/payment to be posted to your reservation.

| | |
|-----------------------|---|
| Payment Type: * | Reservation <input type="checkbox"/> |
| Guest First Name: * | Simon |
| Guest Last Name: * | Bollin |
| Payment Amount: * | 715.00 |
| Email: * | smithne@hillsboroughcounty.org |
| Comments: | State of Florida Tax Exempt - Room charges only |
| Reservation Conf #: * | |

Submit



GOVERNOR'S HURRICANE CONFERENCE®

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Welcome SIMON BOLLIN!

Checkout

Payment Summary

Your registration has been successfully processed.

Meeting 2016

Location ROSEN SHINGLE CREEK

Date 5/8/2016 to 5/13/2016

| | | |
|---------------------|---|-----------------|
| SIMON BOLLIN | Registration Type : TRAINING & CONFERENCE 5/8-5/13 | \$285.00 |
|---------------------|---|-----------------|

| Registration ID | Description | Amount |
|-----------------|-------------|----------|
| 642619 | 2016 | \$285.00 |

Total Amount : \$285.00



PayPal has routed, processed, and secured your payment information.

We are processing your payment. You should receive an e-mail confirming your payment.

Recommended browser: Internet Explorer 6.0 or greater.

© Copyright 2003, 2004, 2005, 2006, 2007, 2008, 2009 gomembers inc. All Rights Reserved
Your Authorization Code : 080496

T-ARC Date Updated: 08/19/2014

Hillsborough County Economic Development
601 E. Kennedy Blvd, 20th Floor Tampa, FL 33602
p: 813.276.8461 | f: 813.276.2638

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From: Norma Smith Date: 3/7/2016
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☒ Urgent ☐ For review ☐ Please comment ☒ Please reply ☐ Please recycle

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James Chittenden Confirmation: RR71960CC Arriving 5/8/16 – Departing 5/13/16

Please confirm receipt of this fax. Email: smithne@hillsboroughcounty.

Confidential